

Date: -----
To: **DISTRIBUTION**
Thru: -----
Manager, Project Management and Engineering Department
From: Ms. Kathy A. Brown
NCI-Frederick, Office of Space Management
Subject: **NCI-Frederick Office of Space Management Quarterly Update**

A copy of the NCI-Frederick space management data is attached for your revision. Please validate the following information and submit the changes to the Office of Space Management.

- **Verify Center number(s) for each room in your area.**
- **Include the PI or Equivalent, and Lab Chief or Equivalent.** Since both the Center Title and Principal Investigator names appear as a result of integrating data from the NCI-Frederick Chart of Centers with the space management data, changes should be noted on the report and the Finance Department should also be notified of the change.
- **List discrepancies in square footage, and primary use of room (use code).**

Your changes should be received by the Office of Space Management in Building 350 no later than ---- for inclusion in the current semi-annual update. **If no changes are needed, please respond by returning the Update Request indicating that the information is correct and no changes are needed. For your convenience you may reply using Email, my address is kbrown@mail.ncifcrf.gov.** If you have any questions or require assistance, please contact me at extension 5973.

Attachments